

DESIGN

Design Div.



3 0402 00187 7085

D19

FILING CABINETS AND SUPPLIES



FROM

Library Bureau

Fittings and Supplies for

LIBRARIES, BANKS AND OFFICES

Colorado Building, Washington, D. C.

Maryland Trust Building, Baltimore, Md.

530 Atlantic Ave., Boston, Mass.

316 Broadway, New York.

215 Madison Street, Chicago.

112-116 N. Broad Street, Philadelphia.


HF
5548
.C58
1905

15291

U. S. Patent Office,
OCT 28 1891
Trade-Marks and Designs.

2-554

SCIENTIFIC LIBRARY



UNITED STATES PATENT OFFICE

CASE _____ SHELF _____

GOVERNMENT PRINTING OFFICE 11-8625

DESIGN DIV.



CLARKE & BAKER CO. FACTORY, ILION, N. Y.

FILING CABINETS AND SUPPLIES

FOR COMMERCIAL HOUSES, BANKS, BANKING
CONCERNS, PUBLIC SERVICE CORPORATIONS,
REAL ESTATE, INSURANCE AND PROFESSIONAL
OFFICES, PUBLIC AND PRIVATE LIBRARIES

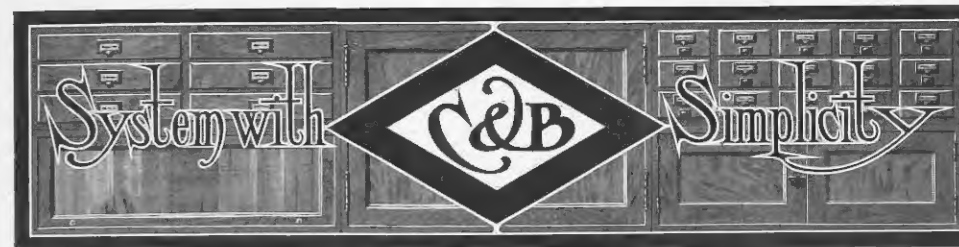


REMOVED TO
314 BROADWAY, N. Y. C.

CLARKE & BAKER CO.

258 CANAL STREET, CORNER LAFAYETTE STREET, NEW YORK
925 CHESTNUT STREET, PHILADELPHIA

FACTORY AT ILION, NEW YORK



Card Index and Filing Cabinets

THE point above all others which we ask you to consider in C & B cabinets and filing devices is their *practicability*.

They embody no fads or experiments. They are built throughout for simplicity and mechanical smoothness. They are as durable as the best materials and soundest cabinet work can make them. They will render business-like service under constant hard use, year in and year out.

Materials

In oak cabinets, only carefully matched, first grade, Indiana quartered white oak is used. Mahogany is of highest quality, selected for beauty of grain and color. All interiors are of hard wood. Backs of the horizontal sections are 3-ply stock, stained to match color of the oak.

Finish

Oak cabinets are regularly finished in natural or golden oak, rubbed down to egg-shell surface which does not readily show scratches or abrasions. Any other finish supplied.

Hardware

Exterior hardware, with three exceptions, is of *solid cast brass*. Exterior hardware on suspension letter files and *suspension* document and legal blank files is of heavy stamped brass. Brass is finished oxidized copper, but polished natural brass will be supplied when desired.



HF
5548
C612

Suggestive Stacks

"A"



"A"

A stack made up like this is well adapted to care for the records of a Purchasing Department. Provision is made for filing correspondence, quotations, names and addresses of vendors, samples, catalogs, etc. The deep sections at the bottom provide convenient shelf space on which to rest matter which is being referred to.

Stack consists of base section (No. 76622), box drawer section (No. 76326), vertical letter file section (No. 73202), card cabinet section (No. 71315), document file section (No. 74206), bookcase section (No. 75711) and crown section (No. 76512).

"B"

This stack provides for filing correspondence, card records, blue prints or drawings, and other papers.

It consists of base section (No. 76622), box drawer section (No. 76326), box drawer section (No. 76324), vertical letter file section (No. 73202), card cabinet section (No. 71315), suspension letter file section (No. 73106) and crown section (No. 76512).



"C"

"C"

This stack well illustrates the perfect adaptability of the horizontal units to special needs. It provides large storage space, vertical filing for both legal size papers and correspondence, and card record, together with shelf room for books.

Stack consists of cupboard section (No. 76720), combination legal and letter file section (No. 73202 x), card cabinet section (No. 71305), bookcase section (No. 75711) and crown section (No. 76512).



"B"

Sectional Filing Cabinets

SECTIONAL cabinets are one of the great developments in modern filing equipment.

In a growing business it is impossible to foresee the exact amount of filing space that will be required for correspondence and other papers or card records.

Sectional cabinets may be bought to meet immediate needs, and additional units added from time to time as they are required. The advantages are obvious.

Sectional files may be adapted to almost any space, and by a mere change of arrangement will economize floor or wall room as may be necessary.

If certain sections cease to be useful in one department of a business they may be transferred to another.

They are, in fact, capable of almost infinite rearrangement and adaptation.

C & B Locking Device

The usefulness of the sectional form of cabinet has been greatly increased by our invention of a thoroughly satisfactory locking device to take the place of the unsightly and insecure metal bands or mouldings so widely used to hold sections together.

This locking device joins the sections at top and bottom, leaving unbroken the finished surfaces of the cabinet, and makes a stack of sectionals as steady, rigid and sightly as a solid cabinet.

The locking device is also used to join sections horizontally.

It is entirely invisible when sections are in place, and cannot get out of order.



Card Index Sections

WE furnish card index sections for the three standard sizes of cards, 3 x 5 inches, 4 x 6 inches and 5 x 8 inches. These sections will also carry corresponding centimeter sizes, 7½ x 12½ centimeters, 10 x 15 centimeters and 12½ x 20 centimeters, respectively. Tray interiors are hardwood, dovetailed construction and cut down at sides to facilitate rapid handling of cards. Each tray is fitted with an adjustable block to hold cards in compact shape and with quarter-turn round rod unless some other form of rod is specified. Cases with and without rods are carried in stock. We supply also folding or screw rods without extra charge. Lock rods at 25 cents per tray extra.



Five-Tray Card Index Section

For 3 x 5 in. or 7½ x 12½ centimeter cards



Cat. No.

71305

Capacity:—5500 light weight cards and 200 guides
5000 medium weight cards and 185 guides
4000 heavy weight cards and 150 guides

Outside dimensions	High	Wide	Deep
	5¾ in.	33 in.	13½ in.
Quartered Oak	Cabinet only, \$10.00		
Quartered Oak with finished top and back	"	"	11.50
Mahogany	"	"	15.50
Mahogany with finished top and back	"	"	17.50

Fifteen-Tray Card Index Section

For 3 x 5 in. or 7½ x 12½ centimeter cards



Cat. No.

71315

Capacity:—16500 light weight cards and 600 guides
15000 medium weight cards and 550 guides
12000 heavy weight cards and 450 guides

Outside dimensions	High	Wide	Deep
	13 in.	33 in.	13½ in.
Quartered Oak	Cabinet only, \$24.00		
Mahogany	"	"	35.00

Four-Tray Card Index Section

For 4 x 6 in. or 10 x 15 centimeter cards



Cat. No.

71404

Capacity:—4400 light weight cards and 160 guides
4000 medium weight cards and 150 guides
3200 heavy weight cards and 120 guides

Outside dimensions	High	Wide	Deep
	6¾ in.	33 in.	13½ in.
Quartered Oak	Cabinet only, \$9.50		
Quartered Oak, finished top and back	"	"	11.00
Mahogany	"	"	14.50
Mahogany, finished top and back	"	"	16.50

Eight-Tray Card Index Section

For 4 x 6 in. or 10 x 15 centimeter cards



Cat. No.

71408

Capacity:—8800 light weight cards and 320 guides
8000 medium weight cards and 300 guides
6400 heavy weight cards and 240 guides

Outside dimensions	High 13 in.	Wide 33 in.	Deep 13½ in.	
Quartered Oak				Cabinet only, \$18.00
Mahogany				" " 25.50

Three-Tray Card Index Section

For 5 x 8 in. or 12½ x 20 centimeter cards



Cat. No.

71503

Capacity:—3300 light weight cards and 120 guides
3000 medium weight cards and 110 guides
2400 heavy weight cards and 90 guides

Outside dimensions	High 7¾ in.	Wide 33 in.	Deep 13½ in.	
Quartered Oak				Cabinet only, \$9.00
Quartered Oak, finished top and back				" " 10.50
Mahogany				" " 13.50
Mahogany, finished top and back				" " 15.50

Six-Tray Card Index Section

For 5 x 8 in. or 12½ x 20 centimeter cards



Cat. No.

71506

Capacity:—6600 light weight cards and 240 guides
6000 medium weight cards and 220 guides
4800 heavy weight cards and 180 guides

Outside dimensions	High 13 in.	Wide 33 in.	Deep 13½ in.	
Quartered Oak				Cabinet only, \$15.00
Mahogany				" " 21.50

Sliding Shelf Section



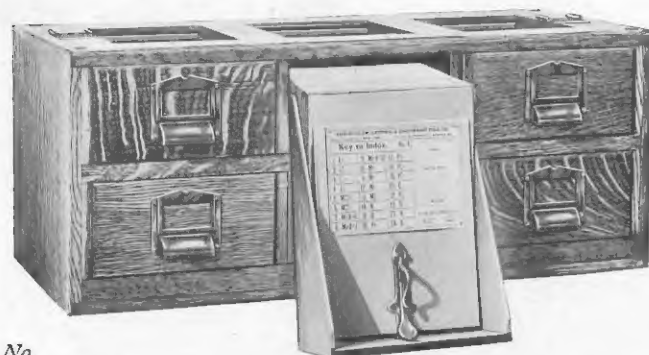
Cat. No.

76040

Two shelves which may be drawn out to hold card trays, books, papers or other articles needed in work at cabinet.

Dimensions	High 2½ in.	Wide 33 in.	Deep 13½ in.	
Quartered Oak				\$3.50
Mahogany				5.00

Suspension Letter File Section

Cat. No.
73106

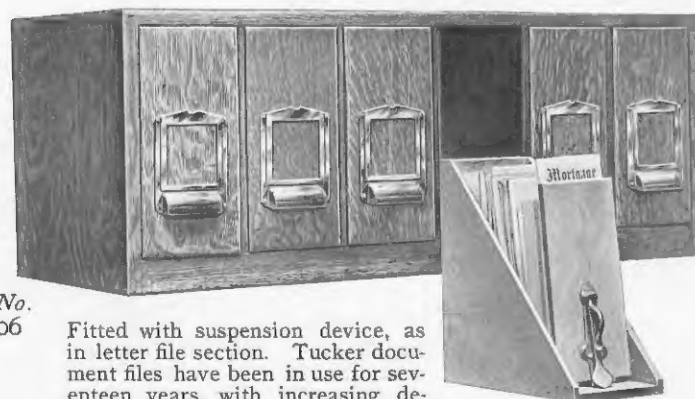
Each drawer has compressor board, which keeps the contents in perfect order and greatly increases the capacity. Letter headings appear at top when file is in use.

The suspension device is simple and durable, and can be quickly released when entire removal of the file is desired. Equipped with alphabetical index covering all the files, and set of stock labels.

Capacity of each drawer, 500 letters.

Quartered Oak	With indexes, \$12.00
Mahogany	" " 17.50

Document Suspension File Section

Cat. No.
74206

Fitted with suspension device, as in letter file section. Tucker document files have been in use for seventeen years, with increasing demand. They have been constantly improved and are the most durable, convenient, smooth-working document files made.

Quartered Oak	Cabinet only, \$10.00
Mahogany	" " 14.50

Suggestive Stacks

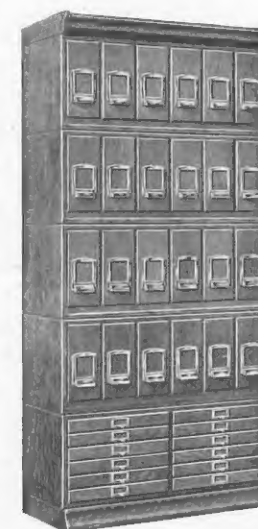
"E"

Low stack consisting of leg base section (No. 76822), box drawer section (No. 76326), vertical letter file section (No. 73202) and crown section (No. 76522).

This stack is low enough to permit of the top being used for books of reference, such as a directory or mercantile agency book.



"E"



"D"

"D"

A stack of document files with drawers at bottom for storage and blank forms. A combination used in many lawyers' offices. The document files are fitted with suspension devices for convenience of reference.

"F"

A very practical correspondence file.
Stack consists of leg base section (No. 76822), two vertical letter file sections (No. 73202) and crown section (No. 76522).



"F"

Legal Blank Section



Cat. No.
76312

Contains 12 drawers of proper size for storing various forms of legal blanks.

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	13½ in.	
Inside of each drawer	1½ "	14½ "	9 "	
Quartered Oak				\$10.00
Mahogany				15.00

Drawer Sections



Cat. No.
76314

Four Drawers

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	13½ in.	
Inside of each drawer	2¼ "	30 "	12 "	
Quartered Oak				\$10.00
Mahogany				14.50

76324

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	24 in.	
Inside of each drawer	2¼ "	30 "	22¼ "	
Quartered Oak				\$12.00
Mahogany				17.00

Tops of 24-inch deep sections are finished half way back, and can be used under 13-inch sections, thus affording finished front shelf.

Drawer Sections—Cont.



Cat. No.
76316

Six Drawers

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	13½ in.	
Inside of each drawer	3½ "	14¼ "	12 "	
Quartered Oak				\$12.50
Mahogany				18.00

76326

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	24 in.	
Inside of each drawer	3½ "	14¼ "	22¼ "	
Quartered Oak				\$14.00
Mahogany				20.00

Tops of 24-inch deep sections finished half way back.

Book Case Section With Glass Door

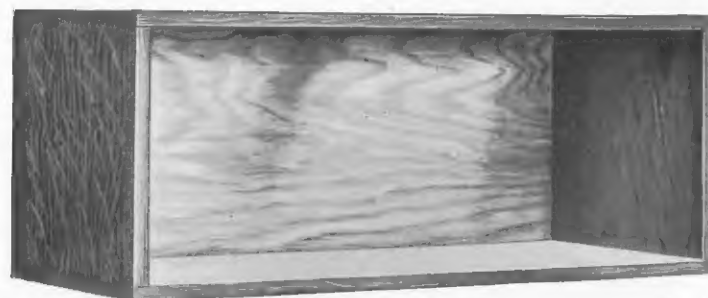


Cat. No.
75711

For books, stationery or general storage. A convenient form of shelving for professional and private libraries. Book Case sections can be removed without disarranging the contents, as each box is a unit. The glass door is fitted with an equalizing mechanism which prevents binding.

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	13½ in.	
Inside dimensions	10¼ "	31½ "	12 "	
Quartered Oak				\$4.50
Mahogany				6.50

Book Case Section—Open



Cat. No.
75611

Same as 75711 on page 15, but without glass door.

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	13½ in.	
Inside dimensions	11½ "	31½ "	13¼ "	
Quartered Oak				\$3.00
Mahogany				4.50

Cupboard Sections



Cupboard sections raise the files to a convenient height from the floor and are useful for general storage. Tops of the 24-inch deep sections are finished half way back, and can be used under 13-inch sections, thus affording finished front shelf.

Cat. No.
76716

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	13½ in.	
Inside dimensions	11¼ "	31½ "	12¾ "	
Quartered Oak				\$7.00
Mahogany				10.00

76726

	High	Wide	Deep	
Outside dimensions	13 in.	33 in.	24 in.	
Inside dimensions	11¼ "	31½ "	22¾ "	
Quartered Oak				\$8.00
Mahogany				11.00

Cupboard Sections—Cont.



Where extra storage room is desired we recommend the higher cupboard section. This has one adjustable shelf, and a 3-inch facia base attached, thereby doing away with the necessity of a separate base section.

Tops of 24-inch deep sections are finished half way back, and can be used under 13-inch sections, thus affording finished front shelf.

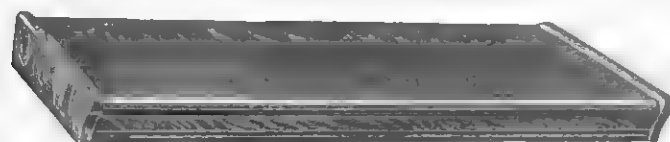
Cat. No.
76710

	High	Wide	Deep	
Outside dimensions	29 in.	33 in.	13½ in.	
Inside dimensions	25 "	31½ "	12¾ "	
Quartered Oak				\$15.00
Mahogany				20.00

76720

	High	Wide	Deep	
Outside dimensions	29 in.	33 in.	24 in.	
Inside dimensions	25 "	31½ "	22¾ "	
Quartered Oak				\$17.00
Mahogany				23.00

Crown Sections



A finished top with simple front moulding. A crown section gives an admirable finish to the appearance of the file. Made in two depths—for 13½-inch sections and for 24-inch sections.

Cat. No.

76512 For 13½-inch sections.

Dimensions	High	Wide	Deep	
	3 in.	33 in.	13½ in.	
Quartered Oak				\$2.50
Mahogany				3 50

76522 For 24-inch sections.

Dimensions	High	Wide	Deep	
	3 in.	33 in.	24 in.	
Quartered Oak				\$3.50
Mahogany				4.50

Base Sections



Raises stack slightly from the floor and improves the appearance. Made in two depths—for 13½-inch deep sections and for 24-inch deep sections.

Cat. No.

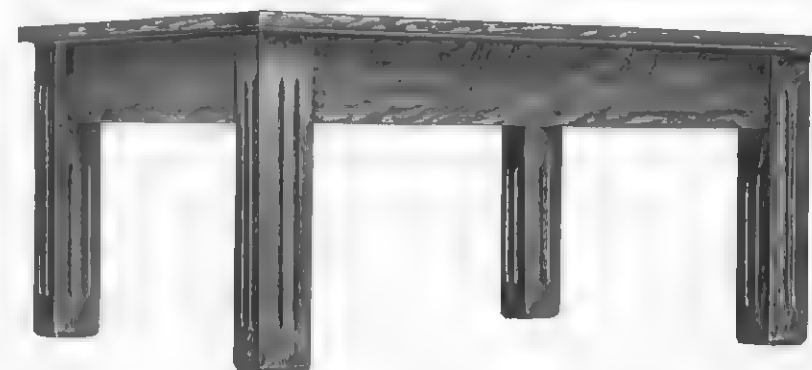
76612 For 13½-inch sections.

Dimensions	High	Wide	Deep	
	3 in.	33 in.	13½ in.	
Quartered Oak				\$2.00
Mahogany				3.00

76622 For 24-inch sections.

Dimensions	High	Wide	Deep	
	3 in.	33 in.	24 in.	
Quartered Oak				\$3.00
Mahogany				4.00

Leg Base Sections



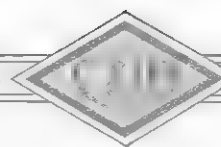
Made in two heights and two depths, all 33 inches wide.

Cat. No.

	High	Deep	Oak	Mahogany
76812	16 inches	13½ inches	\$7.50	\$11.00
76822	16 "	24 "	8.50	12.00
76814	29 "	13½ "	8.50	12.00
76824	29 "	24 "	10.50	14.00



A MODEL FILING ROOM. ALL THE PAPERS OF A BUSINESS HOUSE IN PERFECT ORDER AND INSTANTLY ACCESSIBLE.
C & B EQUIPMENT.



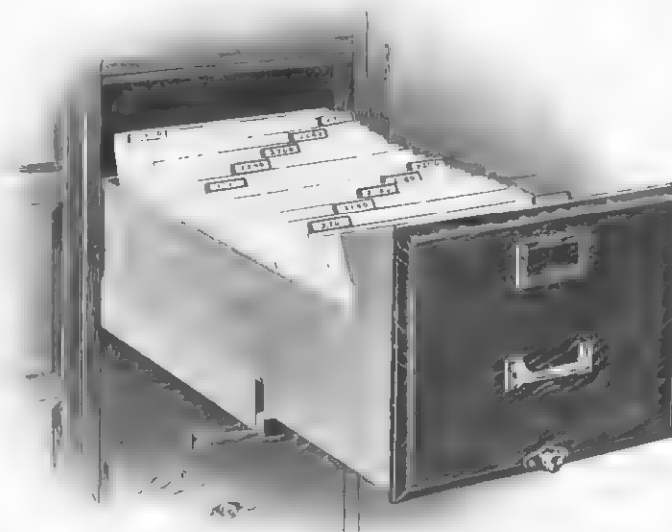
Vertical Filing Sections

THE vertical file is rapidly superseding all other methods for filing not only the letters of a business house, but invoices, orders, duplicate bills, requisitions, credit reports, catalogues and legal papers. In simplicity, accuracy and ease of reference it is unequalled. It lends itself readily to expansion and has a much greater capacity than any other file. It is equally adapted to numeric, alphabetic or geographic filing, full descriptions of which will be sent on request.

Our vertical files have important advantages possessed by no others.

Drawer Slides

The patented drawer slides found exclusively in our files support the drawer from both side and bottom. Experience has shown that they will carry more weight and stand more hard use than any other support made. They make the drawer action perfectly easy even when files are completely filled, hold the drawer level while in use, and are fitted with stop checks to prevent drawing entirely out.



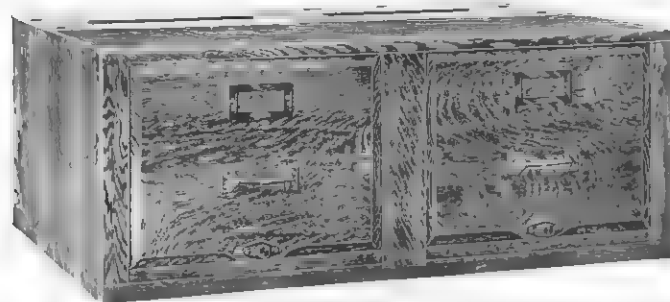
Vertical File Drawer, showing C & B Drawer Slides

Drawer interiors and slides are of hard wood, dovetailed construction, and are built throughout to stand the severest use.

Drawers are fitted with locking block, adjustable at any point to hold folders at proper angles. When equipped with our metal tipped guides (page 25) these vertical files offer the maximum of satisfaction to be obtained in letter-filing equipment.



Vertical Letter File Section



Cat. No.

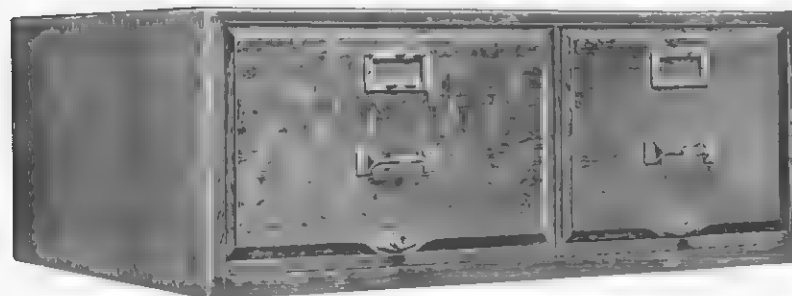
73202

Capacity of each drawer, 3000 letters in folders, with guides.

	High	Wide	Deep
Outside dimensions	13 in.	33 in.	24 in.
Inside of each drawer	10 "	12 "	18 3/4 "
Quartered Oak	Cabinet only, \$16.00		
Mahogany	" " 23.00		

For upright letter file sections, folders and guides, see pp. 23 and following.

Combination Vertical Letter and Legal File Section

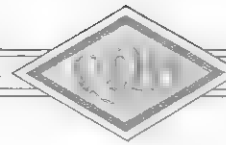


Cat. No.

73202 x

Same general style as above.

	High	Wide	Deep
Outside dimensions	13 in.	33 in.	24 in.
Inside of letter file drawer	10 "	12 "	18 3/4 "
Inside of legal file drawer	10 "	15 1/2 "	18 3/4 "
Quartered Oak	Cabinet only, \$17.50		
Mahogany	" " 25.00		



Upright Sectional Files

THE C & B upright sections are considered by many users to be the best form of sectional cabinet.



A single section, or two or more sections joined together, give the appearance of a solid cabinet. Yet so simple is the method of joining that any number of sections may be quickly and easily combined into a single cabinet, and as readily separated.

These cabinets have unusual capacity. On the basis of filing space they are the least expensive form of sectional cabinet made.

For construction and finish of these cabinets see page 5.

How Sections are Joined

Fig. 1—Complete single section cabinet is made up of the single section and detachable ends which are bolted by strong thumb screws to the interior frame of the cabinet.



2

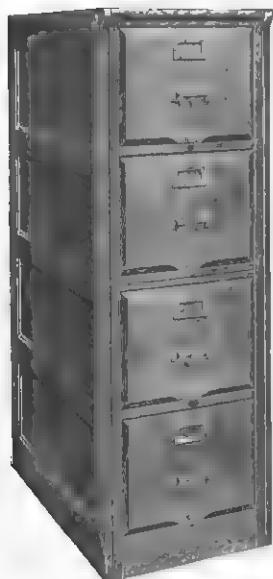
Fig. 2—To add another section, unbolt and take off one of the ends. Bolt the new section to the original section, and bolt end in place.



3

Fig. 3—The result is a cabinet as strong and permanent as any solid-built file, yet capable of being divided and added to at any time. Joining bolts are wholly interior, and invisible when sections are joined.

Upright Sections—Vertical Letter File



	High	Wide	Deep
Outside dimensions	51 in.	15 1/2 in.	29 3/8 in.
Inside of each drawer	10 in.	12 in.	23 in.

Cat. No.

3404	Quartered Oak section, Natural or Golden finish, or Cherry, Mahogany finish, without ends	Cabinet only,	\$25.00
	Ends for any of above	per pair,	10.00
	Mahogany section		30.00
	Mahogany ends, per pair		13.00

Folders for Vertical Letter File

Folders are made of toughest folding manila and are unsurpassed for durability.

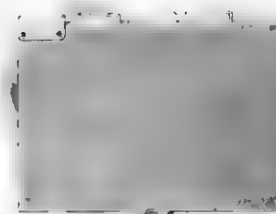
Cat. No.

3962	Manila, one fold, per 1000	\$3.50
3962	Blue	5.75
3965	Envelope, open side, no flap, size, 11 1/8 x 9 1/4 x 1 1/2 expansion, per 100	5.50
3971	C & B Fiberope filing envelope, letter size, 2-in. expansion. Flap has two buttons and tape for fastening. Fiberope is the strongest material for filing envelopes made. Per 100	11.50

Numbering, 50 cents per 1000 extra.



Guides for Vertical Letter Files



The Metal Tip Guide—A guide so perfectly adapted to vertical filing as to make the ordinary guide seem crude and inadequate. Its two great points are that *it is practically indestructible* and that *the guide heading can be changed at will*. It is as rigid and durable as an all-metal guide, without the weight and clumsiness. The tab or projection is a metal label holder, securely attached to the heavy jute-board. No amount of hard use will affect it. The guide heading can be changed at any time by simply changing the label in the label holder.

The Metal Tip Guide can be handled more rapidly than any other form of guide, and its rigidity serves to keep the file in compact condition. It is the only guide which gives

adequate support to the papers or folders, keeping them erect and in alignment.

METAL TIP JUTE-BOARD BODY

HEAVY TAG MANILA

	Cat. No.	per 100,	Price	Cat. No.	per 100,	Price
Blank, 1/8" projections	8B3	" "	\$6.00	8C3	" "	\$1.00
" " " "	8B5	" "	5.75	8C5	" "	1.00
ALPHABETIC SUBDIVISIONS						
25 Subdivisions of alphabet	8B-25	per set,	1.50	8C-25	per set,	.50
40 " " " "	8B-40	" "	2.40	8C-40	" "	.70
80 " " " "	8B-80	" "	4.80	8C-80	" "	1.25
125 " " " "	8B-125	" "	7.50	8C-125	" "	2.75
250 " " " "	8B-250	" "	13.50	8C-250	" "	5.50
500 " " " "	8B-500	" "	25.00	8C-500	" "	11.00
Months, Jan'y to Dec.	8B7	" "	.75	8C7	" "	.25
Days, 1-31	8B9	" "	1.85	8C9	" "	.75
States and Territories	8B8	" "	3.00	8C8	" "	1.50
Towns, population 10,000 & over	8B-10	per 100,	6.00	8C-10	per 100,	1.25

Larger subdivisions of the alphabet up to 6000 can be furnished. Guides numbered every 20, extra, per 100, 25 cents. If heavy gray press-board is desired in place of jute-board body in metal tip guides, add 33 1/3 per cent.

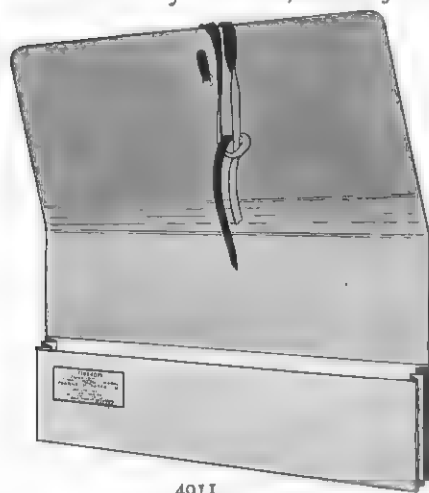
Upright Sections—Vertical Legal File

	High	Wide	Deep
Outside dimensions	51 in.	19 1/2 in.	29 1/2 in.
Inside of each drawer	10 "	15 1/2 "	23 "
Cat. No.			
L3404	Quartered Oak section, Natural, Golden finish, or Cherry, mahogany finish . Cabinet only,		\$30.00
	Ends for any of above, per pair		10.00
	Mahogany section		35.00
	Mahogany ends, per pair		13.00



Folders and Filing Envelopes for Vertical Legal File

Cat. No.		Price
4922	Manila, one fold; size, 9 1/4 in. x 15 in., per 1000	\$ 6.00
4911	Fiberope Filing Envelope, pocket half height, reinforced with linen and eyeletted at corners, with tape for tying up; very durable; size, 15 in. x 9 3/8 in. x 2 in. expansion, per 100	12.50
4913	Storage envelope, heavy Manila; size, 15 in. x 9 3/8 in. x 2 in. expansion, per 100	6.25
4914	Manila envelope, full size pocket and flap with button corners reinforced with linen; size, 15 in. x 9 3/8 in. x 1 in. expansion, per 100	6.00
4915	Light Manila envelope with button; size, 15 in. x 9 3/8 in., no expansion, per 100	2.50
4919	Same style as 4911, except, has linen-lined pocket, and metal button, instead of tape; strongest and most convenient envelope made, per 100	15.00
4921	Heavy Manila folders, 2 in. expansion, folded twice, per 100	6.00
4923	Letter backs; size, 11 1/2 in. x 9 1/4 in., four eyeletted holes, per 100	4.00
4924	Letter backs; size, 12 1/2 in. x 9 in., with front flap, printed, 5/8 in. expansion, per 100	6.00



4911

Guides for Vertical Legal File

DESCRIPTION	METAL TIP JUTE-BOARD BODY			HEAVY TAG MANILA		
	Cat. No.		Price	Cat. No.		Price
Blank 1/3 projections	L8B3	per 100	\$8.00	L8C3	per 100	\$1.20
" 1/3 "	L8B5	" "	7.75	L8C5	" "	1.20
ALPHABETIC SUBDIVISIONS						
25 subdivision alphabet	L8B-25	per set	2.00	L86-25	per set	.75
125 " "	L8B-125	" "	10.00	L86-125	" "	2.50

Guides numbered every 20, extra, per 100, 25c. If heavy gray press-board is desired in place of jute-board in metal tip guides, add 33 1/3 per cent.

Upright Sections—Combination Card Index and Vertical Letter File



Cat. No.	
3407	Two double drawers each holding 2 rows of 3 x 5 inch cards, three vertical letter file drawers.

	High	Wide	Deep
Outside dimensions	51 in.	15 1/2 in.	29 3/8 in.
Inside of each letter file drawer	10 "	12 "	23 "

Quartered Oak section, Natural or Golden finish Cabinet only, \$30.00
Quartered Oak ends, per pair 10.00

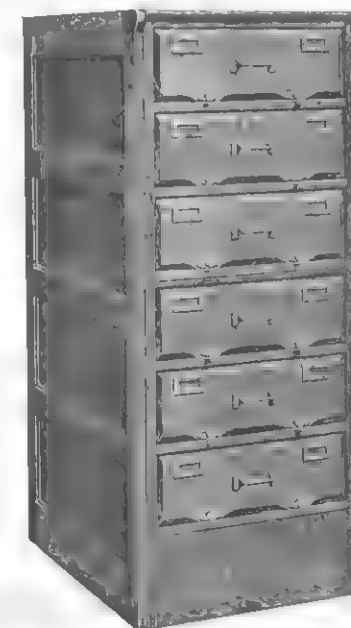
Upright Sections—Vertical Order File

Also used for 5 x 8 in. or 12 1/2 x 20 centimeter cards

Cat. No.	
3406	Two rows of cards or orders to each drawer. Countersunk rods.

	High	Wide	Deep
Outside dimensions	51 in.	20 in.	29 3/8 in.
Inside of each space	5 3/8 "	8 1/8 "	24 "

Quartered Oak section, Natural or Golden finish Cabinet only, \$45.00
Quartered Oak ends, per pair 10.00
Mahogany section 55.00
Mahogany ends, per pair 13.00



Upright Sections—Bill or Credit File

Cat. No.	High	Wide	Deep
3405 Outside dimensions . . .	51 in.	12 3/4 in.	29 1/2 in.
Inside of each drawer . . .	7 3/4 "	9 1/4 "	26 "

Quartered Oak Section, Natural or Golden finish, or Cherry, mahogany finish. Cabinet only, \$32.00
 Ends for any of above, per pair 10.00
 Mahogany Section 37.00
 Mahogany Ends, per pair 13.00



Folders for Vertical Bill or Credit File

Cat. No.	
3961	Size, 7 1/4 in. x 8 7/8 in., one fold, plain, per 1000 . \$3.00
	Numbered consecutively, per 1000 3.50

Guides for Vertical Bill or Credit File

DESCRIPTION	METAL TIP JUTE-BOARD BODY		HEAVY TAG MANILA	
	Cat. No.	Price	Cat. No.	Price
Blank 1/8 projections	9B3 per 100	\$4.80	9C3 per 100	\$.80
" 1/4 "	9B5 " "	4.55	9C5 " "	.80
25 subdivisions of alphabet	9B-25 per set	1.15	9C-25 per set	.35
125 " " "	9B-125 " "	5.60	9C-125 " "	1.75
States and Territories	9B8 per set	2.40	9C8 per set	1.00
Towns, population 10,000 and over	9B10 per 100	4.80	9C10 per 100	1.40

Larger subdivisions of alphabet furnished.

Guides numbered every 20, extra, per 100, 25c.

If heavy press-board is used in place of jute-board in metal tip guides, add 33 1/3 per cent.

Upright Sections—For Card Indexes

For 3 x 5 in. or 7 1/2 x 12 1/2 centimeter cards

Cat. No.	
3410	Ten double drawers, with extension slides. Two rows of cards to a drawer. Furnished with or without rods.

Capacity:—55,000 light weight cards and 2000 guides
 50,000 medium weight cards and 1850 guides
 40,000 heavy weight cards and 1500 guides

	High	Wide	Deep
Outside dimensions . . .	51 in.	15 1/8 in.	29 3/8 in.
Inside of each space . . .	3 1/2 "	5 1/8 "	26 "

Quartered Oak section, Natural or Golden finish Cabinet only, \$40.00
 Quartered Oak ends, per pair 10.00



For 4 x 6 in. or 10 x 15 centimeter cards

Cat. No.	
3408	Same as No. 3410, with eight double drawers and extension slides.

Capacity:—44,000 light weight cards and 1600 guides
 40,000 medium weight cards and 1500 guides
 32,000 heavy weight cards and 1200 guides

	High	Wide	Deep
Outside dimensions	51 in.	17 1/8 in.	29 3/8 in.
Inside of each space	4 1/2 "	6 1/8 "	26 "

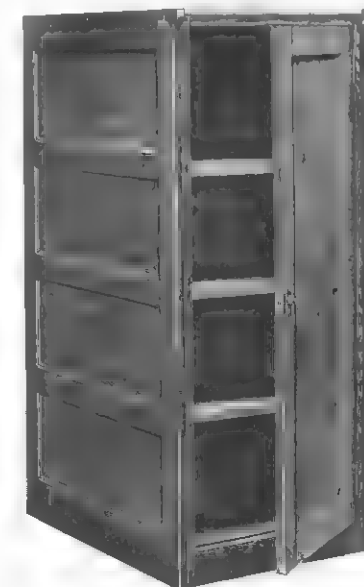
Quartered Oak section, Natural or Golden finish Cabinet only, \$40.00
 Quartered Oak ends, per pair 10.00

Upright Sections—Closet

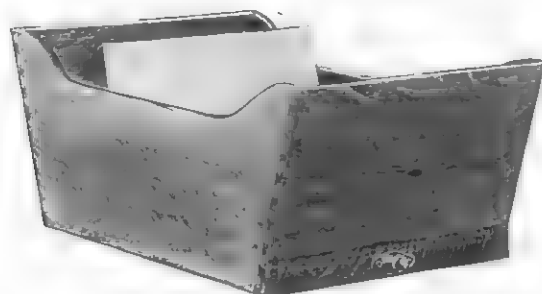
Cat. No.	
3412	Fitted with 3 adjustable shelves.

	High	Wide	Deep
Outside dimensions . . .	51 in.	19 3/8 in.	29 3/8 in.
Inside of each drawer 45 1/2 "	45 1/2 "	17 3/8 "	27 "

Quartered Oak section, Natural or Golden finish \$18.00
 Quartered Oak ends, per pair 10.00



Correspondence Sorting Tray



Cat. No.

3411

For sorting correspondence preparatory to filing. A great convenience and labor saver.

	High	Wide	Deep
Outside dimensions	8¾ in.	12¾ in.	22 in.
Inside dimensions	8 "	12 "	16 "
Quartered Oak, Natural or Golden finish	\$5.50		
Guides extra.			

Stand for Sorting Tray



Cat. No.

3400

	High	Wide	Deep
Dimensions	30 in.	14 in.	19 in.
Quartered Oak, Natural or Golden finish	Stand only, \$5.00		

Tray Cabinets

For construction and fittings see page 5.

These cabinets are carried in stock in quartered oak, natural or golden finish, and in cherry, mahogany finish.

Single Tray Cabinets



Capacity:—1100 light weight, 1000 medium weight, 800 heavy weight cards, with necessary guide cards.

Cat. No.

1301

	High	Wide	Deep
Outside dimensions	5 1/2 in.	6 3/4 in.	13 1/2 in.
Size of card, 3 x 5 in.			
Oak or Cherry	Cabinet only, \$3.50		
Mahogany	" " 5.25		

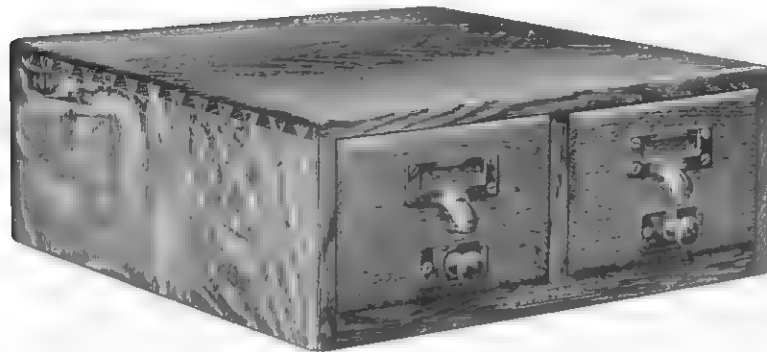
1401

	High	Wide	Deep
Outside dimensions	6 1/2 in.	7 3/4 in.	13 1/2 in.
Size of card, 4 x 6 in.			
Oak or Cherry	Cabinet only, \$4.50		
Mahogany	" " 6.50		

1501

	High	Wide	Deep
Outside dimensions	7 1/2 in.	9 3/4 in.	13 1/2 in.
Size of card, 5 x 8 in.			
Oak or Cherry	Cabinet only, \$5.50		
Mahogany	" " 7.75		

Two-Tray Cabinet



Capacity:—2200 light weight, 2000 medium weight, 1600 heavy weight cards, with necessary guide cards.

Cat. No.		High	Wide	Deep	
1302	Outside dimensions	5 1/8 in.	13 in.	13 1/2 in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry				Cabinet only, \$5.00
	Mahogany				" " 7.00
1402	Outside dimensions	6 1/8 in.	15 in.	13 1/2 in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry				Cabinet only, \$7.00
	Mahogany				" " 10.00
1502	Outside dimensions	7 1/8 in.	19 in.	13 1/2 in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry				Cabinet only, \$8.50
	Mahogany				" " 12.00

Four-Tray Cabinet



Capacity:—4400 light weight, 4000 medium weight, or 3200 heavy weight cards, with necessary guide cards.

Cat. No.		High	Wide	Deep	
1304	Outside dimensions	9 in.	13 in.	13 1/2 in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry				Cabinet only, \$8.00
	Mahogany				" " 11.50
1404	Outside dimensions	11 in.	15 in.	13 1/2 in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry				Cabinet only, \$11.00
	Mahogany				" " 15.75
1504	Outside dimensions	13 in.	19 in.	13 1/2 in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry				Cabinet only, \$15.00
	Mahogany				" " 21.50

Six-Tray Cabinet



Capacity:—6600 light weight, 6000 medium weight, 4800 heavy weight cards, with necessary guide cards.

Cat. No.		High	Wide	Deep	
1306	Outside dimensions	13 in.	13 in.	13½ in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry				Cabinet only, \$12.00
	Mahogany				" " 17.25
1406	Outside dimensions	16 in.	15 in.	13½ in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry				Cabinet only, \$16.00
	Mahogany				" " 22.75
1506	Outside dimensions	19 in.	19 in.	13½ in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry				Cabinet only, \$20.00
	Mahogany				" " 28.50

Nine-Tray Cabinet



Capacity:—9900 light weight, 9000 medium weight, 7200 heavy weight cards, with necessary guide cards.

Cat. No.		High	Wide	Deep	
1309	Outside dimensions	13 in.	19¼ in.	13½ in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry				Cabinet only, \$18.00
	Mahogany				" " 26.00
1409	Outside dimensions	16 in.	22¼ in.	13½ in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry				Cabinet only, \$25.00
	Mahogany				" " 36.00
1509	Outside dimensions	19 in.	29¼ in.	13½ in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry				Cabinet only, \$30.00
	Mahogany				" " 43.00

Twelve-Tray Cabinet



Capacity:—13200 light weight, 12000 medium weight, 9600 heavy weight cards, with necessary guide cards.

Cat. No.		High	Wide	Deep	
1312	Outside dimensions	17 1/8 in.	19 3/4 in.	16 1/4 in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry				Cabinet only, \$27.50
	Mahogany				" " 39.50
1412	Outside dimensions	21 1/8 in.	22 3/4 in.	16 1/4 in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry				Cabinet only, \$32.00
	Mahogany				" " 46.00
1512	Outside dimensions	25 1/4 in.	28 3/4 in.	16 1/4 in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry				Cabinet only, \$40.00
	Mahogany				" " 57.00

Bases for Smaller Cabinets

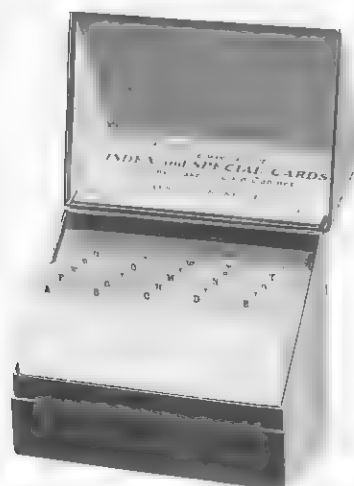


The question often arises where to put small card cabinets. Our bases of special design bring cabinets to a convenient height for ready reference. Where more than one person has to make use of a given record, a revolving top adds greatly to ease of access.

Cat. No.		Top	High	
7102T	To hold 2, 4 or 6 tray cabinet for 3 x 5 inch cards.			
	Dimensions	14 3/8 x 15 1/4 in.	26 in.	
	Quartered Oak, Natural or Golden finish			\$6.00
7102TR	Same with revolving top			7.50
7103T	To hold 9 or 12 tray cabinet for 3 x 5 inch cards.			
	Dimensions	15 1/4 x 20 3/4 in.	26 in.	
	Quartered Oak, Natural or Golden finish			\$7.00
7103TR	Same with revolving top			8.50

Small Card Outfits

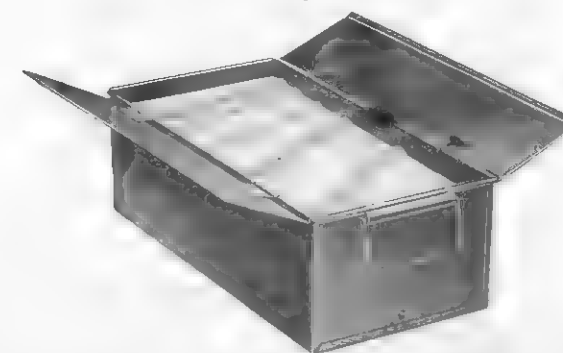
Pocket Outfit



Pasteboard box covered with black cloth, 200 light weight cards, any stock ruling, and set of guides.

Cat. No.		High	Wide	Deep
I30IA	Outside dimensions	3 1/2 in.	5 3/4 in.	2 3/4 in.
	Size of card, 3 x 5 in.			
	Box only			15 cents
	Complete			40 cents
I40IA	Outside dimensions	4 1/2 in.	6 3/4 in.	2 3/4 in.
	Size of card, 4 x 6 in.			
	Box only			20 cents
	Complete			60 cents
I50IA	Outside dimensions	5 1/2 in.	8 3/4 in.	2 3/4 in.
	Size of card, 5 x 8 in.			
	Box only			25 cents
	Complete			85 cents

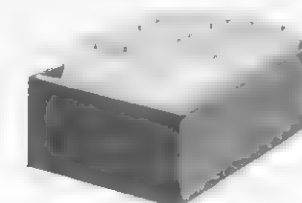
Tin Tray Outfit



Japanned tin tray with cover, and equipped with sliding block and handle, with or without round rod; 800 light weight cards, any stock ruling, and set of guides.

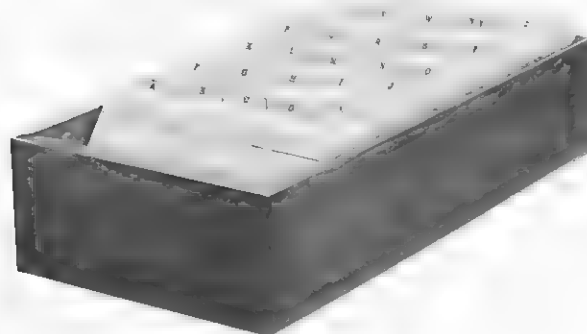
Cat. No.		High	Wide	Deep
I30IF	Outside dimensions	3 1/2 in.	5 1/2 in.	10 1/2 in.
	Size of card, 3 x 5 in.			
	Tray only			\$1.00
	Complete			2.75
I40IF	Outside dimensions	4 1/2 in.	6 1/2 in.	10 1/2 in.
	Size of card, 4 x 6 in.			
	Tray only			\$1.50
	Complete			3.50
I50IF	Outside dimensions	5 1/2 in.	8 1/2 in.	10 1/2 in.
	Size of card, 5 x 8 in.			
	Tray only			\$2.00
	Complete			4.50

Tickler Outfit



Cat. No.		High	Wide	Deep
I00I	Quartered Oak, natural or golden finish, open tray, with sliding block and no rod, 300 light weight cards, approximately 2 1/2 x 4 inches, horizontal ruling, and set of guides.			
	Outside dimensions	2 3/8 in.	4 1/4 in.	6 3/8 in.
	Complete with A-Z guides			\$1.25
	" " " January to December and 1 to 31 guides			1.50
I44	Extra cards, per 1000			1.25

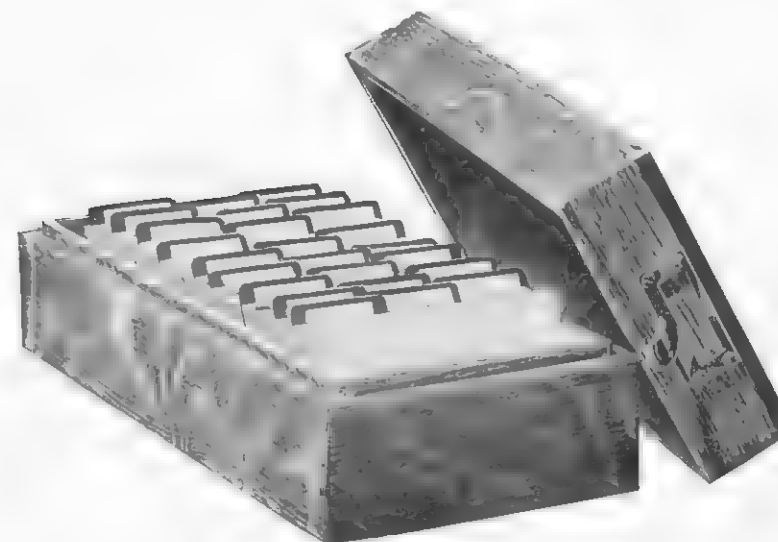
Open Tray Outfit



Quartered Oak, natural or golden finish, open tray, with sliding block, with or without round rod, 800 light weight cards, any stock ruling, and one set of guides.

Cat. No.		High	Wide	Deep	
1301C	Outside dimensions	2½ in.	5½ in.	10¾ in.	
	Size of card, 3 x 5 in.				
	Tray only				\$1.00
	Complete				2.75
1401C	Outside dimensions	3½ in.	6½ in.	10¾ in.	
	Size of card, 4 x 6 in.				
	Tray only				\$1.25
	Complete				3.50
1501C	Outside dimensions	4½ in.	8½ in.	10¾ in.	
	Size of card, 5 x 8 in.				
	Tray only				\$1.50
	Complete				4.25

Desk Tray with Cover



Quartered Oak or Cherry (mahogany finish) tray, with cover, with or without round rod, 1000 light weight cards, any stock ruling, and one set of guides.

Cat. No.		High	Wide	Deep	
1301E	Outside dimensions	4¼ in.	6½ in.	13½ in.	
	Size of card, 3 x 5 in.				
	Tray only				\$2.50
	Complete				4.00
1401E	Outside dimensions	5¼ in.	7½ in.	15½ in.	
	Size of card, 4 x 6 in.				
	Tray only				\$3.50
	Complete				6.00
1501E	Outside dimensions	6¼ in.	9½ in.	15½ in.	
	Size of card, 5 x 8 in.				
	Tray only				\$4.50
	Complete				8.00

Index Cards

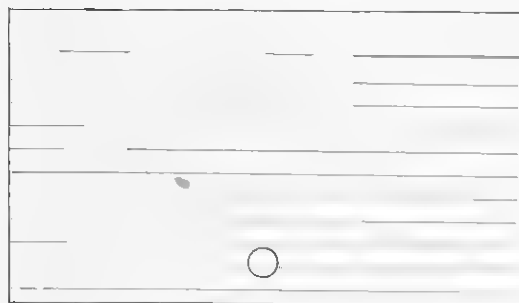
Grades.—The "Clarke grade" linen card stock has been the standard for nearly twenty years. Card records on this stock installed that long ago are still in use, and show no appreciable deterioration. They will last for generations longer. There is no poorer economy than putting a permanent record on a cheap card which must be replaced every few years.

Clarke stock is made from a formula known only to us. Though it has been widely imitated, it has positively no equal for durability, writing surface, erasive qualities and "snap."

The Brentwood grade linen card stock, though not equal to the Clarke stock, is a splendid card for commercial records where the greatest permanency is not required.

Our No. 2 commercial grade is a good writing stock and highly satisfactory for records of a temporary nature.

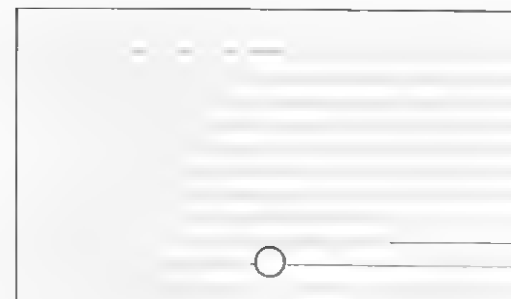
Rulings: Cards are carried unruled and in the following four rulings:



Standard Ruling

The standard ruling for commercial card records.

Prices on pages 44-45.

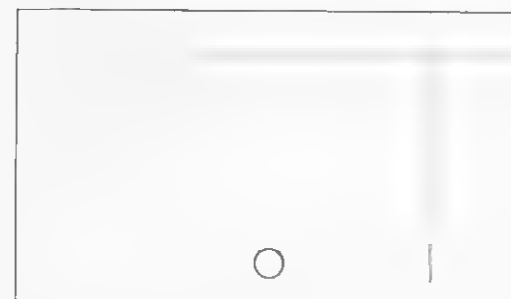


Library Ruling

A very useful form of ruling where dates or prices, or both, are part of the card record.

Also the standard ruling for library catalogues.

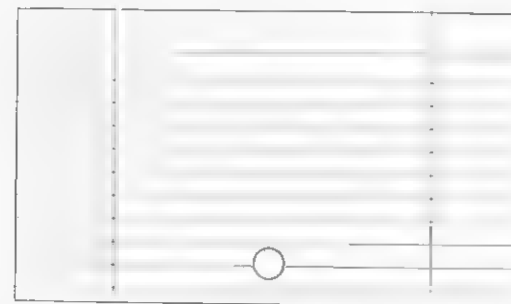
Prices on pages 44-45.



Correspondence Index Ruling

Used chiefly for index to correspondence vertical filing system.

Prices on page 46.



Record Ruling

Another form of ruling for use where dates or prices are part of the card record.

Prices on page 46.

Standard weights: light, medium and heavy.

Standard sizes: 3 x 5 inches, 7½ x 12½ centimeters; 4 x 6 inches, 10 x 15 centimeters; 5 x 8 inches, 12½ x 20 centimeters.

Punches.—Where protection from carelessness is required, we strongly recommend the round rod. Many concerns, however, are finding it very satisfactory to drop rods entirely.

We furnish cards punched for any style of rod without extra charge.

Price List of Unruled, Standard Ruled and Library Ruled Cards

COLORS CARRIED IN STOCK

CLARKE STOCK is carried in White, Buff, Blue and Salmon, in unruled cards and Standard ruling, in all weights: Library ruling in White only, all weights.

BRENTWOOD STOCK is carried in White, Buff, Blue, Salmon, Fawn, Green, Cherry, in unruled cards and Standard ruling, in light and medium weights: White, Buff, Blue and Salmon only in heavy weight: Library ruling not carried in colors.

			CLARKE STANDARD						BRENTWOOD					
			7 1/2 x 12 1/2 cm. approximately 3 x 5 inches		10 x 15 cm. approximately 4 x 6 inches		12 1/2 x 20 cm. approximately 5 x 8 inches		7 1/2 x 12 1/2 cm. approximately 3 x 5 inches		10 x 15 cm. approximately 4 x 6 inches		12 1/2 x 20 cm. approximately 5 x 8 inches	
			Cat. No.	Price per 1000	Cat. No.	Price per 1000	Cat. No.	Price per 1000	Cat. No.	Price per 1000	Cat. No.	Price per 1000	Cat. No.	Price per 1000
Unruled	LIGHT WEIGHT	Unpunched	311	\$2.00	411	\$2.60	511	\$3.50	341	\$1.50	441	\$2.25	541	\$3.00
		Round Punch	312		412		512		342		442		542	
		Special Punch	313		413		513		343		443		543	
Standard Ruling	LIGHT WEIGHT	Unpunched	314	2.00	414	2.60	514	3.50	344	1.50	444	2.25	544	3.00
		Round Punch	315		415		515		345		445		545	
		Special Punch	316		416		516		346		446		546	
Library Ruling	LIGHT WEIGHT	Unpunched	317	2.00	417	2.60	517	3.50	347	1.50	447	2.25		
		Round Punch	318		418		518		348		448			
		Special Punch	319		419		519		349		449			
Unruled	MEDIUM WEIGHT	Unpunched	321	2.50	421	3.25	521	5.00	351	1.80	451	2.75	551	3.75
		Round Punch	322		422		522		352		452		552	
		Special Punch	323		423		523		353		453		553	
Standard Ruling	MEDIUM WEIGHT	Unpunched	324	2.50	424	3.25	524	5.00	354	1.80	454	2.75	554	3.75
		Round Punch	325		425		525		355		455		555	
		Special Punch	326		426		526		356		456		556	
Library Ruling	MEDIUM WEIGHT	Unpunched	327	2.50										
		Round Punch	328											
		Special Punch	329											

Prices for centimeter and full inch sizes are the same.—When full inch sizes are desired prefix fig. 8 to catalogue number of corresponding centimeter size.
Where prices are omitted goods are not carried in stock, but we will submit estimates on request.

Price List of Unruled, Standard Ruled and Library Ruled Cards—Cont'd

COLORS CARRIED IN STOCK

CLARKE STOCK is carried in White, Buff, Blue and Salmon, in unruled cards and Standard ruling, in all weights: Library ruling in White only, all weights.

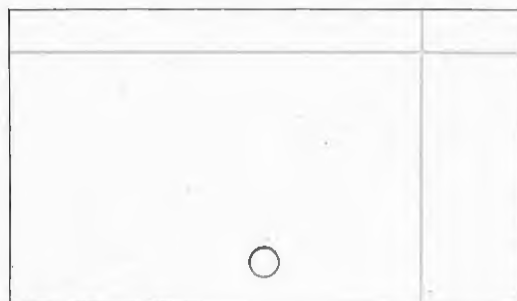
BRENTWOOD STOCK is carried in White, Buff, Blue, Salmon, Fawn, Green, Cherry, in unruled cards and Standard ruling, in light and medium weights: White, Buff, Blue and Salmon only in heavy weight.

CLARKE STANDARD														BRENTWOOD											
		7½ x 12½ cm. approximately 3 x 5 inches			10 x 15 cm. approximately 4 x 6 inches			12½ x 20 cm. approximately 5 x 8 inches			7½ x 12½ cm. approximately 3 x 5 inches			10 x 15 cm. approximately 4 x 6 inches			12½ x 20 cm. approximately 5 x 8 inches								
		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000							
Unruled	Unpunched	331	\$3.25	431	\$4.25	531	\$6.00	361	\$2.00	461	\$3.25	561	\$4.25												
	Round Punch	332		432		532		362		462		562													
	Special Punch	333		433		533		363		463		563													
Standard Ruling	Unpunched	334	3.25	434	4.25	534	6.00	364	2.00	464	3.25	564	4.25												
	Round Punch	335		435		535		365		465		565													
	Special Punch	336		436		536		366		466		566													
Library Ruling	Unpunched	337	3.25																						
	Round Punch	338																							
	Special Punch	339																							
		No. 2 COMMERCIAL												No. 2 COMMERCIAL LIGHT WEIGHT						No. 2 COMMERCIAL MEDIUM WEIGHT					
		7½ x 12½ cm. approximately 3 x 5 inches			10 x 15 cm. approximately 4 x 6 inches			12 x 20 cm. approximately 5 x 8 inches			7½ x 12½ cm. approximately 3 x 5 inches			10 x 15 cm. approximately 4 x 6 inches			12½ x 20 cm. approximately 5 x 8 inches								
		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000		Cat. No.	Price per 1000							
Unruled	Unpunched	371	\$1.25	471	\$1.75	571	\$2.75	381	\$1.50	481	\$2.25	581	\$3.50												
	Round Punch	372		472		572		382		482		582													
	Special Punch	373		473		573		383		483		583													
Standard Ruling	Unpunched	374	1.25	474	1.75	574	2.75	384	1.50	484	2.25	584	3.50												
	Round Punch	375		475		575		385		485		585													
	Special Punch	376		476		576		386		486		586													

Prices for centimeter and full inch sizes are the same.—When full inch sizes are desired prefix fig. 8 to catalogue number of corresponding centimeter size.
Where prices are omitted goods are not carried in stock, but we will submit estimates on request.

Correspondence Index Cards

Used chiefly for an index to correspondence vertical filing system.



Made of Brentwood grade linen ledger stock. Carried in stock in $7\frac{1}{2} \times 12\frac{1}{2}$ centimeters (approximately 3 x 5 inches) only, light weight only, in White, Buff, Blue and Salmon.

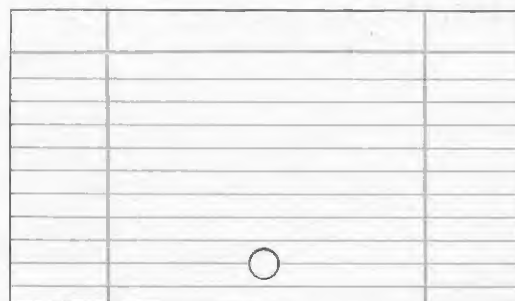
Cat. No.

9722 Ruled only Per 1000 \$1.75
Numbered consecutively " " 2.25

Record Ruling

A useful form of ruling where dates or prices are a part of the card record.

Made of Brentwood grade linen card stock. Carried in stock in the full inch sizes only, *i. e.*, 3 x 5 inches, 4 x 6 inches and 5 x 8 inches, in White, Buff, Blue and Salmon.



Weight	3 x 5 inches		4 x 6 inches		5 x 8 inches	
	Cat. No.	Per 1000	Cat. No.	Per 1000	Cat. No.	Per 1000
Light	8640	\$1.50	8740	\$2.25	8840	\$3.00
Medium	8650	1.80	8750	2.75	8850	3.75
Heavy	8660	2.50	8760	3.60	8860	4.75

Guide Cards

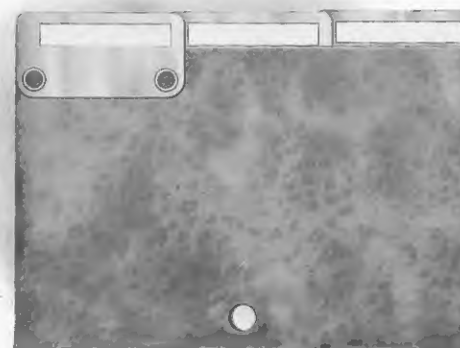
Guide cards are to any card index or filing system what sign-boards are to the streets of a city. They mark definite locations in the file and insure speedy finding of the card sought. A card system inadequately or improperly guided loses much of its efficiency. We recommend the insertion of a guide every 20 cards.

The Metal Tip Guide

The most important development ever made in guide cards. Its two great points are:

- 1.—It is practically indestructible.
- 2.—The guide heading may be changed at will.

This guide is as rigid and durable as an all metal guide without the excessive weight or clumsiness. The wear of every guide comes on its projection. The projection of this guide is a metal label holder, securely attached to the heavy press board of the guide, and no amount of hard use will affect it.



The guide heading can be changed at any time by simply changing the label in the label holder. The ordinary guide once printed can be used at one point in the card index only. The Metal Tip Guide can be used over and over again.

The Metal Tip Guide can also be handled more rapidly than any other form of guide, and its rigidity serves to keep the contents of file compact.

Standard Guides

These are made of the best linen ledger stock, heavy weight, and are exceptionally durable.

Printing on Guides

We carry in stock guides printed with all subdivisions of the alphabet, the States and Territories, months, days of the month (1-31) and towns in the United States of two thousand or more inhabitants. Specially printed lists of guides are furnished for a slight additional cost. Prices on request.

Perforation

Guides are furnished punched for the round rod, unless specified otherwise. Punching for any other style of rod supplied without extra charge.

Price List of Metal Tip and Standard Linen Guide Cards

Arrangement of Projections	All guides in this table have nickeloid tips. The body of press board.	METAL TIP GUIDES			LINEN GUIDES		
		For cards 3 x 5 inches or 7 1/2 x 12 1/2 cm.			For cards 4 x 6 inches or 10 x 15 cm.		
		Cat. No.	Price	per set	Cat. No.	Price	per set
1.—Center only	All plain guides—25 subdivisions of alphabet—Months; Days (1-31) are carried in Buff, Blue and Salmon. All other guides in this table in Buff only.	3B1	\$3.00	per 100	3A1	\$5.00	per 1000
2.—Right and left		3B2	2.50	"	3A2	5.00	"
3.—Right, center and left		3B3	2.50	"	3A3	5.00	"
5.—Arranged in five positions		3B5	2.50	"	3A5	5.00	"
Blank Projections		3B-25	\$0.75	per set	3A-25	\$0.20	per set
Subdivision of the Alphabet	25	3B-40	1.20	"	3A-40	.40	"
	40	3B-80	2.40	"	3A-80	.75	"
	80	3B-125	3.75	"	3A-125	1.00	"
	125	3B-250	7.50	"	3A-250	2.00	"
	250	3B-500	12.50	"	3A-500	4.00	"
Miscellaneous	500	3B-1M	25.00	"	3A-1M	8.00	"
	1000	3B-2M	50.00	"	3A-2M	16.00	"
	2000	3B-3M	75.00	"	3A-3M	24.00	"
	3000	3B7	\$0.40	per set	3A7	\$0.15	per set
	Months—Jan.—Dec.	3B8	1.60	"	3A8	.50	"
States—Territories	Days (1-31)	3B9	.90	"	3A9	.30	"
	Cities 10,000 population and over.	3B10	3.00	per 100	3A10	1.25	per 100

Transfer Cases

The best method of transferring letters from the vertical file. The correspondence stands in exact order as in the original file, and can be referred to much more easily than if stored in larger boxes. Made of heavy straw board, covered with marbled paper, the corners strongly reinforced with cloth.

We call special attention to No. 3985. This is the strongest transfer case made. It has solid wood ends, to which are securely fastened heavy straw board sides and top, reinforced at edges with cloth, and covered with green enameled paper. Hinge is especially strengthened with metal strip.



No. 3985

Cat. No.	High	Long	Wide
3985	10 1/4 in.	13 3/8 in.	3 3/8 in.
Each . . . 40c.	Per 10 . . . \$3.20	Per 100 . . . \$26.00	

For transfer from legal vertical file.

Cat. No.	High	Long	Wide
L3985	10 1/4 in.	16 3/8 in.	4 3/8 in.
Each . . . 60c.	Per 10 . . . \$4.80	Per 100 . . . \$42.00	

For transfer from credit or invoice vertical file.

Cat. No.	High	Wide	Deep
3983	8 1/4 in.	2 3/8 in.	10 1/4 in.
Each . . . 25c.	Per 10 . . . \$2.25	Per 100 . . . \$20.00	

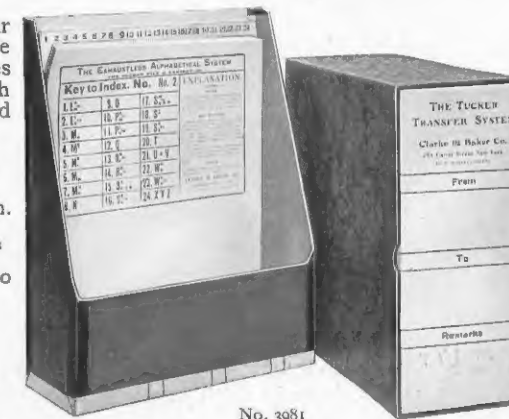
Suspension Letter File Transfer

Used for transfer of contents of our suspension letter file. Made in telescope form, of straw board, reinforced at edges and corners with cloth, and covered with marbled paper. Label is height of case and permits of full description of contents.

Cat. No.	High	Wide	Deep
3981	9 1/2 in.	4 1/2 in.	12 1/2 in.
Each . . . 30c.	Per 10 . . . \$2.50	Per 100 . . . \$22.00	



No. 3988



No. 3981

For Legal Papers and Vouchers

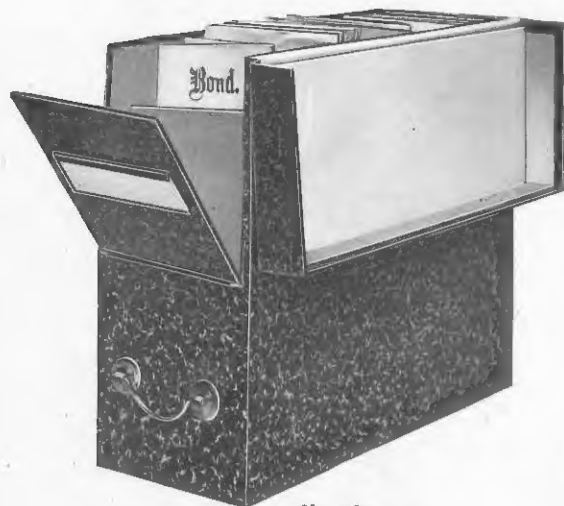
Used principally by lawyers for storing legal papers folded; also for vouchers. Same general style as No. 3981.

Cat. No.	High	Wide	Deep
3988	10 1/2 in.	4 1/2 in.	10 1/4 in.
Each	Per 10	Per 100	

Each	Per 10	Per 100	

Another Form for Legal Papers and Vouchers

Where Constant Handling is Required



Made of heavy binder's board reinforced at edges with cloth, covered with black marbled paper, upper half of front hinged to drop forward. Fitted with brass pull and label holder.

Cat. No.	High	Wide	Deep
3989 Outside dimensions	10½ in.	4¾ in.	12 in.
Inside dimensions	10¼ "	4¾ "	11¾ "
Each . 65c.	Per 10 . \$5.00	Per 100 . \$45.00	

Transfer Box

For transferring the entire contents of vertical file where correspondence is seldom referred to, and storage space is the sole consideration.

On account of extreme weight when filled and difficulty of handling, we do not recommend this style of box.

Cat. No.	High	Wide	Deep
3986 Outside dimensions	10¾ in.	12¾ in.	26½ in.
Inside dimensions	10¾ "	12 "	25½ "
Each \$1.50	Per 10 \$12.50	Per 100 \$115.00	

Card Transfer Boxes

For storing cards not in active use. Heavy print board, with metal bound corners and label on front to mark contents. Made large enough to receive the guides. Capacity 1000 light weight cards.



Cat. No.	High	Wide	Deep
1301 H Outside dimensions	3¾ in.	5¾ in.	10¾ in.
To fit card 3 x 5 inches			
1401 H Outside dimensions	4¾ in.	6¾ in.	10¾ in.
To fit card 4 x 6 inches			
			\$0.30

Index

	PAGES		PAGES
Bases, Sectional	18-19	Metal Tip Guides, Vertical File	25
" Solid	37	Order File Section	27
Bill File Section	28	Sliding Shelf Section	11
Bookcase Sections	15-16	Sorting Tray	30
Cards, Index	42-46	Suspension Letter File Section	12
Prices	44-45	Transfer Cases for Cards	50
Card Index Outfits	38-41	" " " Correspondence	49
Card Index Section	29	" " " Credit Reports	49
Closet	29	" " " Invoices	49
Closet Section	29	" " " Legal Papers	49, 50
Credit File Section	28	" " " Suspension Letter	
Crown Section	18	File	49
Cupboard Sections	16-17	Tray Cabinets, Sectional	8-11, 29
Desk Outfits	38-41	" " Solid	31-36
Document Suspension File Section	12	Vertical Legal Files	22, 25
Drawer Sections	14-15	Vertical Letter Files	22, 24, 27
Filing Cabinets, Sectional	5-29	Vertical Filing	21
Filing Envelopes	26		
Folders, Bill	28		
" Credit	28		
" Legal	26		
" Letter	24		
Guides, Card Index	47-48		
Guides, Vertical File:			
Bill File	28		
Credit File	28		
Legal File	26		
Letter File	25		
Metal Tip	25, 26, 28		
Index Cards	42-46		
Prices	44-45		
Legal Blank Section	14		
Legal File Sections	22, 25		
Letter File Sections	22, 24, 27		

SECTIONAL CABINETS

Bases	18-19
Bill File	28
Bookcases	15-16
Card Index	8-11, 29
Credit File	28
Crowns	18
Cupboards	16-17
Document Suspension File	12
Drawers	14-15
Legal Blank	14
Order File	27
Suspension Letter File	12
Vertical Legal Files	22, 25
Vertical Letter Files	22, 24, 27

Clarke & Baker Co.

